



Assistant Chief Plant Operator

Department: Utilities

Class Code: 3215

EEO Code: 28

FLSA: N

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty operating and supervising the operation of a Water Treatment Facility or Wastewater Treatment Facility; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Collects water samples; performs analytical tests; reports operational data; collects plant bacteriological samples; observes telemetering and monitoring instruments; labels and replaces charts; monitors computer and controls remote tank levels and line pressure on system; monitors treatment process and makes adjustments as necessary; operates and adjusts all plant equipment; inventories and orders chemicals and other supplies as needed; keeps attendance records for employees, record time sheets; prepares payroll forms for approval; transfers bulk chemical to feeder hoppers; checks and calibrates chemical feeder; responds to emergencies; performs and assigns necessary janitorial duties in plant; assists in evaluating; supervises and coordinates activities of employees; implements safety program; conducts in-house training; prepares plant reports; supervises loading and unloading and safe proper storage of all chemicals; handles emergency calls after regular business hours; may dispatch Utility Workers to emergency; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles and practices of plant operation and maintenance; of water chemistry; good knowledge of the principles of math, biology and chemistry as they apply to plant operations; of how to perform laboratory analysis and calculations. Considerable skill in reading and recording readings from computer, gauges and valves; in reading and interpreting blueprints and technical drawings; in effectively communicating with staff and the general public. Ability to climb stairs; to work in confined spaces, to lift chemicals, parts or equipment weighing up to 75 pounds; to make rounds of facility.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and five years experience in water or wastewater treatment plant operations including two years supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid Class I Water or Wastewater Operator's certificate issued by the Commonwealth of Virginia. Commercial Drivers License may be required depending on assignment.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
